

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. It has been an incredible journey working here, and I'm proud to have contributed to our sales achievements over the past [duration].

During my time, I had the opportunity to [mention specific sales achievements, e.g., exceed sales targets, launch new products, etc.]. Together, we reached remarkable milestones, such as [mention specific achievement, e.g., increasing by X% in sales, securing a key partnership, etc.]. I am grateful for the support from my team and leadership that made these successes possible.

As I move on to new challenges, I will carry the experiences and lessons learned with me. I am committed to ensuring a smooth transition, and I am happy to assist in training my replacement during my remaining time.

Thank you once again for the wonderful opportunity to be part of [Company Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]